

Application for Correction of Personal Data

申請要求改正個人資料

(Education Bureau)

(教育局)

*Please note that unless sufficient information is provided,
the Education Bureau may not be able to comply with the correction request.*
請注意，除非提供足夠資料，否則教育局或許未能依從改正資料的要求。

1. Information on the person who makes a data correction request (the requestor) under Personal Data (Privacy) Ordinance:

根據《個人資料(私隱)條例》提出改正資料要求的人士(提出要求者)的資料:

(a) Name: (English) _____

姓名: (中文) _____

(b) *HKID Card/Passport/Birth Certificate No.: _____ (copy enclosed)

*香港身分證/護照/出生證明書號碼: (附上副本)

(c) Address: _____

地址: _____

(d) Telephone No.: _____

電話號碼:

2. Information of data subject whose personal data is to be corrected: (Applicable only when the data subject is different from the requestor at paragraph 1 above.)

要求改正個人資料的資料當事人(指資料所屬人士)的資料: (如果要求改正資料的人士就是資料當事人，則毋須填寫。)

(a) Name: (English) _____

姓名: (中文) _____

(b) *HKID Card/Passport/Birth Certificate No.: _____ (copy enclosed)

*香港身分證/護照/出生證明書號碼: (附上副本)

(c) Address: _____

地址: _____

(d) Telephone No.: _____

電話號碼:

3. If the requestor is not the data subject, what is the relationship of the requestor with the data subject:

如果提出要求者並不是資料當事人，則提出要求者與資料當事人是甚麼關係：

Parent/Guardian

家長/監護人

Person authorized in writing by the data subject

獲資料當事人書面授權的人士

Others, please specify _____
其他，請註明

4. Documentary evidence of authorization given by the data subject to the requestor:

資料當事人授權提出要求者行事的證明文件：

Letter of authorization (copy provided)

授權書(連副本)

Other documents (copy provided)

其他佐證文件(連副本)

5. Details of data correction are requested as follows:

要求改正資料的詳情如下：

(i) A copy of personal data supplied by the Education Bureau is attached.

隨表附上教育局提供的個人資料複本

(ii) The part of personal data the data subject considers inaccurate is underlined in the copy attached.

Reasons are appended below (supported with documents, if available):

資料當事人已於夾附的個人資料複本上，把其認為不正確的部分劃上底線。原因載列如下
(如可以的話，請提交證明文件)

(iii) The inaccuracy should be rectified as follows (copy of personal data with proposed corrections attached)

不正確部分應更正如下(請夾附支持擬改正的個人資料副本)

Signature of requestor : _____

提出要求者簽署

Date : _____

日期

**Delete as appropriate*

**請刪去不適用者*

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of your request(s) as indicated in the form;
 - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the your request(s);
 - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
 - (d) Activities relating to compilation of statistics, research and Government publications; and
 - (e) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process your request(s).

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
 - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) where you have given your prescribed consent to such disclosure; and
 - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Controlling Officer (Data Protection) at 15/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong or edbinfo@edb.gov.hk.

個人資料收集聲明

收集個人資料的目的

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：
 - (a) 處理、核實及查證你於表格中提出的要求；
 - (b) 就你於表格中提出的要求的處理、核實及查證過程中，將個人資料與政府相關政策局／部門資料庫進行核對；
 - (c) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的記錄；
 - (d) 編製統計資料、研究及政府刊物；以及
 - (e) 執行規則及規例[包括《教育條例》(香港法例第279章)及其附屬法例(例如《教育規例》、《補助學校公積金規則》、《津貼學校公積金規則》)和《資助則例》]。
2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理你提出的要求。

可獲轉移資料者

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：
 - (a) 政府其他政策局及部門以用於上文第1段所述的用途；
 - (b) 與本表格相關的學校，以用於上文第1段所述的用途；
 - (c) 你曾就披露個人資料給予訂明同意；以及
 - (d) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。

查閱個人資料

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向保障資料主管人員提出(地址：香港灣仔皇后大道東213號胡忠大廈15樓或電郵：edbinfo@edb.gov.hk)。